



Explore a career at EAH Housing.

Start or continue a career in real estate development and management with EAH Housing. We are looking for talented and skilled professionals as we expand our property portfolio throughout California and Hawai'i. As a mission-based nonprofit organization and industry leader for more than 50 years, we live up to our values, and work to create opportunities to empower people to live better lives. Join us and make a difference today.

What we offer.

We offer a comprehensive benefits package that includes medical, dental, vision, disability and life insurance, as well as a 403(b) retirement plan with a 5% match. We also offer generous vacation accrual, holiday schedule, and work schedule flexibility.

We believe in work / life balance.

15 days of vacation per year (which increases based on years of service)
10 paid sick days per year
12 paid holidays
Leave Early Fridays (REM Onsite Positions)
Flexible Start Times (REM Onsite Positions)

We take care of our employees.

Competitive Salaries
403b Retirement Plan with 5% company match
Go 365 Wellness Program
Free Employee Medical Insurance
Affordable Dental & Vision Insurance
Flexible Spending Account
EAP – Mental Health, Financial and Legal Services
\$1,500 Employee Referral Program
EAH University, an in-house training program

This position is for a full-time Resident Manager II to work at Shelter Hill, a 75-unit affordable family housing community in Mill Valley, CA. Qualified Candidates must have experience with affordable housing property management. At least 2 years of experience in managing

apartment community of 150 plus units. Experience in supervising team of 2 employees. Must be goals oriented and have a warm personality. Salary commensurate to experience.

COMPANY OVERVIEW

Established in 1968, EAH Housing is one of the largest and most respected nonprofit housing development and management organizations in the western United States. EAH develops low-income multifamily housing, manages more than 222 properties throughout in California and Hawai'i, and plays a leadership role in local, regional, and national housing advocacy efforts.

EAH Housing puts its core values into action every day as our staff of 700 people serves 25,000 residents in 87 municipalities. We offer competitive wages, comprehensive benefits, professional development, and invest in our employees through extensive training programs. Please visit our www.eahhousing.org to learn more about us, our culture, and how we strive to maintain excellence in everything we do.

For immediate consideration, please apply to requisition RESID003039 on our website at www.eahhousing.org/careers

POSITION OVERVIEW

The Resident Manager II is directly responsible for managing the site to ensure effective fiscal, physical and social soundness. The Resident Manager oversees the day to day operations of the property including administrative, facilities and marketing.

RESPONSIBILITIES

- Collects Rent, Makes Bank Deposits, Prepares and Submits Rent Roll, Verifies Income
- Complies with HUD, TCAC or other regulations
- Maintains Waiting List, Prepares and Processes Leases
- Supervises on-site Staff of 3 or more
- Processes Evictions, Conducts Annual Inspections and Coordinates Repairs
- For HUD Properties, submits Vouchers

QUALIFICATIONS

- 2+ Years of Affordable Housing Property Management Experience
- Knowledge of HUD, TCAC, DFEH and ADA Guidelines
- Ability to Develop and Implement Budgets and Variance Reports
- Skills in Resident Problem Solving and Staff Management

CRIMINAL BACKGROUND CHECK REQUIREMENTS

EAH Housing conducts criminal background checks on all candidates who have received a conditional job offer. Once you have receive such an offer, you will be required to submit and pass our criminal background requirements. Please be advised that certain roles may also require fingerprinting due to legal requirements. If onsite housing is a requirement of the position, any household members over 18 years of age who will be living onsite with the candidate must also undergo a criminal background check and tenant screening. Satisfactory completion of background check and fingerprinting requirements is a requirement of employment with EAH.

COVID-19 VACCINATION REQUIREMENT

EAH requires that all new hires be vaccinated at the time of hire, i.e., vaccinated on their first day of work and provide proof of their vaccination status. Accommodations will be made for applicants with a valid medical reason or a sincerely held religious belief that they cannot get vaccinated. Accommodations can be requested after an offer has been extended.

EAH Housing is an AA/EEO/Veterans/Disabled Employer. CA BRE #00853495 | HI RB-16985